



2012 **International Career** **Development** **Conference** **Registration Packet**

Salt Lake City, Utah

April 28th - May 1st, 2012



Salt Palace Convention Center

100 S. West Temple
Salt Lake City, Utah

<http://www.visitsaltlake.com/saltpalace/>




Hampton Inn
10690 Holiday Park
Sandy, Utah



Marriott Courtyard
10701 Holiday Park
Sandy, Utah

WIDECA was assigned two hotels this year.
Your chapter will be placed in ONE of these
two hotels.

Due Dates for Online Registration and Payments

	Due Date	Form or Information Needed	Links to Forms Who to Submit to
	3.25.12 <i>No late registrations can be accepted!!!</i>	Conference Registration & Housing Due Date (<i>all forms are due</i>) Registration will open online on 3.16.12 by 3:00pm	www.decaregistration.com/wi-icdc Questions/Comments: Holly Gregory widecacenterdirector@gmail.com 262.490.1238
	3.25.12	Advisor/Chaperone Code of Conduct	www.dpi.wi.gov/deca Form available in the ICDC Packet Email or FAX copy to: Holly Gregory Email: widecacenterdirector@gmail.com FAX: 262.354.0406
	3.25.12	Student Delegate Code of Conduct Keep original forms! They must be brought to ICDC and held by the Chapter Advisor!	www.dpi.wi.gov/deca Form available in the ICDC Packet Email or FAX copy to: Holly Gregory Email: widecacenterdirector@gmail.com FAX: 262.354.0406
	3.25.12	Travel Insurance Beneficiary Form	www.dpi.wi.gov/deca Form available in the ICDC Packet Email or FAX copy to: Holly Gregory Email: widecacenterdirector@gmail.com FAX: 262.354.0406
	3.25.12	Cancellation Deadline You have until this date to adjust your registration online. After this date, you must submit a Cancellation Form.	www.dpi.wi.gov/deca Form available in the ICDC packet Send copy to: Holly Gregory Email: widecacenterdirector@gmail.com FAX: 262.354.0406
	4.15.12	Payment Deadline Any payments received after this date, will be charged the late registration fee. If you know your payment will not be received by this date, please add on \$5.00 to each registration fee submitted.	Your invoice will be generated immediately upon completing your online registration. Please submit payment for registration immediately upon generation of invoice. Housing can be made in a separate payment after chapters are re-invoiced. (Holly Gregory will re-invoice no later than March 28th). Please remit payment to: DPI-WIDECA PO Box 7841 Madison, WI 53707
Please go to www.deca.org for information about tours sponsored by National DECA			



Conference Registration

Registration Cost: **\$125.00 per person**

- ◆ In order to attend DECA related activities at ICDC, registration must be paid.
- ◆ Each person that is registered through the WI DECA ICDC online registration system will be charged \$125.00 for registration.
- ◆ If payment can't be made before April 15, 2012, registration will be **\$130.00 per person**.
- ◆ **Student/Chaperone Ratio is 8:1.** If you are partnering up with another chapter for chaperone purposes, contact Holly Gregory directly BEFORE you register online.

Conference Registration Site

Link to Registration: www.decaregistration.com/wi-icdc (Open on 3.16.12 by 3:00pm).

- ◆ WI DECA will be utilizing the same registration system that we used for SCDC 2012. **Your username and password will be the same.**
- ◆ Any questions/concerns about the registration site should be directed to Holly Gregory. Phone: 262.490.1238 Email: widecacenterdirector@gmail.com
- ◆ Please refer to the **Due Date Checklist** (Page 2) for important dates and information.
- ◆ An invoice will be available immediately after submitting your chapter registration. If you forget to print out your invoice, you may log back in at any time to print out your invoice. Please submit this invoice for payment processing immediately! **There is a late fee that is added to Registration if payment is received after April 15th. If payment is received after April 15th, WI DECA will invoice the late fee no later than 30 days after the close of ICDC 2011.**

On-site Registration

Marriott Courtyard (TBA)		Salt Palace Convention Center (TBA)	
Friday, April 27th	3:00pm-5:00pm	Saturday, April 28th	7:00pm-8:00pm
Saturday, April 28th	12:30pm-3:30pm		
<i>Room keys may not be available before 3pm</i>			

**These times are subject to change. Please refer to the WI DECA Final ICDC Flash Report for updates.*



Hotel Information

Hampton Inn

10690 S Holiday Park Drive
Sandy, Utah 84070
Phone: 1-801-571-0800
www.sandyut.hamptoninn.com

Wisconsin was assigned two hotels in Sandy, Utah for our chartered association. I am very excited to share that the hotels are within a very short walk to shopping and dining. DECA will provide shuttle service to and from the Salt Lake City activities, competitive events, and DECA general sessions.

Marriott Courtyard

10701 S Holiday Park Drive
Sandy, Utah 84070
Phone: 1-801-571-3600
www.marriott.com/SLCSD

Housing Costs



Quad/Triple/DBL Room Cost Per Night \$170.00	
Quad Rate	\$42.50 per person /per night
Triple Rate	\$56.70 per person/per night
Double Rate	\$85.00 per person/per night
Single Rate (one person/one bed)	\$200.00 per person/ per night

- ❖ **Students will be placed in quads whenever possible.** However, if this is not possible they may be placed in triples, doubles, or singles. This information will be communicated to Chapter Advisors prior to ICDC. **Chapters will receive updated invoices by March 28th if this occurs.**
- ❖ **Advisors will be placed in doubles.** However, if this is not possible they may be placed in a single. Advisors may request a triple or quad room. If we are able to accommodate this request or if an advisor will be placed in a single, this information will be communicated to Chapter Advisors prior to ICDC. **Chapters will receive updated invoices by March 28th if this occurs.**
- ❖ **WI DECA is allotted a very limited number of single rooms.** Single rooms will carry a higher single room rate per WI DECA Board Policy. A request for a single room does not guaranty that a single room will be granted. If payment is made for a single, and we are not able to accommodate this request, Chapter Advisors will be notified prior to ICDC. **Chapters will receive updated invoices by March 28th if this occurs.**
- ❖ **Please keep in mind that DECA has allotted WI DECA a limited number of hotel rooms at our hotels at pre-negotiated "conference rates."** WI DECA will not be able to increase this allotment or negotiate room rates. **First priority for housing will go to registered students, advisors, and chaperones.**
- ❖ We house chapters arriving on and departing on the same days together.
- ❖ **Online Registration for ICDC will close on March 25th!** If you need to make changes to housing or registration after this date, you will need to complete an **ICDC Change Form** and submit to Holly Gregory as soon as possible.
- ❖ **The Hampton Inn/Sandy and the Marriott Courtyard/Sandy are Wisconsin's Conference Hotels.** All registered delegates to ICDC must stay and will be placed at one of these hotels. DECA will be providing complimentary shuttle service to the Salt Palace Convention Center and all Salt Lake City activities throughout the conference.
- ❖ **Our Room Block is reserved from Friday, April 27th through Wednesday May 2nd.** Please plan your travel accordingly.



Wisconsin Agenda Items

Delegation Meeting

- ◆ **NEW!!!** We are scheduled to have a state picture taken this year prior to our meeting. *Please plan to arrive by 6:40pm for our State Picture.* Our Wisconsin Delegation meeting will begin at 7:00pm on Saturday, April 28th. Every Wisconsin Student Delegate, Advisor, and Chaperone should plan on attending this meeting. The meeting will be held at the Salt Palace Convention Center (Room TBA).
- ◆ The meeting will last approximately 30-45 minutes.
- ◆ Please plan to have dinner before the meeting. Our State Meeting will end with ample time to walk to the ICDC Opening Session at 8:30pm. It should also allow for attendees who need to be at Parade of State Flags & SBE Rehearsal to attend both meetings.
- ◆ Dress code: *Follow the guidelines for DECA General Sessions outlined in the Codes of Conduct.*

Advisor Assignments

- ◆ WI DECA has been assigned management of 2 competitive events this year: Automotive Services and Advertising Campaign.
- ◆ Holly Gregory will be the Series Director for Automotive Services. Tim Fandek will be the Project Director for Advertising Campaign.
- ◆ **All** advisors will be assigned to work a minimum of 1 (5-6 hour) shift at the conference per International DECA policy.
- ◆ **We will need 1 or 2 Advisors this year to help manage our Voting Delegates. Please contact Holly Gregory if you are interested in this position.**
- ◆ Chaperones who are not judging will also be assigned a shift. *If chaperones are registering to judge, please Email or FAX a copy of their National DECA Judge Registration Form to Holly Gregory no later than March 25th. [Link to DECA ICDC Judge Information](#)*
- ◆ Job assignments will be sent to Chapter Advisors by March 28th. Assignment(s) will be based on final registration and Judge Registration Forms. *(If Holly Gregory does NOT receive a National DECA Judge Registration Form by March 25th for your chaperone, a shift will be assigned).*
- ◆ If advisors/chaperones need to “switch” shifts, they are held responsible for making those arrangements. Any changes need to be sent (in writing) to Holly Gregory.

Final Grand Awards Session

- ◆ The Final Grand Awards Session is scheduled for Tuesday, May 1st at 8:00pm.
- ◆ It is the expectation of the WI DECA Board that all Wisconsin Delegates will be in attendance at this session. Please try to plan your travel accordingly.



Non-Competitor Expectations & Information

WI DECA State Qualifiers

- ◆ Gold Student Top 5 (Will attend LDA or SMI)
- ◆ Public Speaking Top 5 (Will attend LDA or SMI)
- ◆ Gold Chapter (Must submit an application for LDA/SMI)
- ◆ Acceptance to Leadership Development Academy (LDA)
- ◆ Acceptance to Senior Management Institute (SMI)
- ◆ Leadership Council Members attending Chapter Management Academy (CMA)
- ◆ Accepted Voting Delegates (Form included in this packet)
- ◆ Special Membership Incentive Rewards (List was sent out on 2.02.12)

ICDC Expectations

- ◆ All WI DECA State Qualifiers and Delegates selected for LDA/SMI that will attend ICDC in a non-competitive role, will serve as Voting Delegates for Wisconsin.
- ◆ Voting Delegates are required to attend the following sessions:
 - Voting Delegate Briefing and Campaign Rally Sunday, April 29th 12:00pm
 - Voting Delegate Session/Elections Tuesday, May 2nd 11:00am
 - Voting Delegate Caucus Sessions TBD TBD
- ◆ **Advisors:** If you submit an application for LDA/SMI, or your student is attending ICDC as a WI DECA State Qualifier for receiving a project award at SCDC, it is the expectation of the WI DECA Board that those students will attend all Academy and Voting Delegate Sessions. Please do NOT plan any “chapter” activities during these times in which these students would be forced to miss out on participating.
- ◆ If delegates attending in a non-competitive role do not attend or miss any of the required Academy and/or Voting Delegate Sessions, WI DECA reserves the right to suspend future applicants from the school of the delegate.
- ◆ **There will be an advisor job assignment given to be in charge of organizing Voting Delegate schedules at ICDC. This position requires a larger time commitment than other job assignments, but is very rewarding! If interested, please contact Holly Gregory.**



DRESS CODE FOR ICDC

Approved by the DECA Board of Directors, August, 2009

Professional appearance is an important aspect of the overall preparation of DECA members for the business world. To that end, DECA supports a dress code for its career-based functions that exemplifies the highest standards of professionalism while being non-discriminatory between males and females.

Competitors must wear an official DECA blazer during interaction with judges. While you do not have to wear an official DECA blazer during briefing and testing, professional business dress is required. Professional dress should also be worn to all conference sessions including workshops and special meal functions such as luncheons.

For a more polished, professional appearance, it is recommended that students wear appropriate hosiery/socks.

An official DECA blazer is required to receive recognition or awards on stage. An official conference name badge should be worn at all times! PHOTO ID is required during competitive event check in!

Professional Business Attire/When Appearing Before Judges

Females

Official DECA blazer with dress skirt or dress slacks and a dress blouse
Official DECA blazer with a dress
Dress shoes (no tennis shoes or flip-flop sandals)

Males

Official DECA blazer with dress slacks, collared shirt and necktie
Dress Shoes (no tennis shoes or flip-flop sandals)
Dress socks recommended for a more polished appearance

DECA General Sessions/Workshops/M meal Functions

Females

Business suit or blazer with dress blouse and dress skirt or dress slacks
Business dress
Dress shoes (no tennis shoes or flip-flop sandals)

Males

Business suit with collared shirt and necktie
Sport coat with dress slacks, collared shirt and necktie
Dress Shoes (no tennis shoes or flip-flop sandals)
Dress socks recommended for a more polished appearance

Event Briefing/Manual Registration and Testing/Leadership Academies/Institutes

Females

Dress blouse or dress sweater and dress skirt or dress slacks
Business dress
Blazer Optional
Dress shoes (no tennis shoes or flip-flop sandals)

Males

Collared dress shirt and necktie with dress slacks
Blazer Optional
Dress Shoes (no tennis shoes or flip-flop sandals)
Dress socks recommended for a more polished appearance

DECA Business Casual

Casual slacks, blouse or shirt, socks and casual shoes
Jeans, t-shirts and athletic shoes are NOT included in business casual attire.

Unacceptable during DECA activities:

Skin-tight or revealing clothing
Leggings or graphic designed hosiery/tights
Clothing with printing that is suggestive, obscene or promotes illegal substances

Midriff-baring clothing
Athletic clothing
Swimwear



STUDENT DELEGATE CONDUCT PRACTICES AND PROCEDURES

Due: *March 25, 2012*

Wisconsin DECA requires EACH delegate attending the conference to read and sign a copy of this form. It is recommended that each local advisor review this form with chapter members, chaperones, and parents so that there is no misunderstanding of the rules, regulations, and responsibilities of the conference participants. **Keep originals for your files and bring with you to conference. Please email or fax copies of advisor and student delegate codes of conduct to Holly Gregory at widecacenterdirector@gmail.com or fax to: 262.354.0406.**

1. The term "delegate" shall mean any DECA member attending the conference. Identification badges will be worn at all times.
2. There shall be no defacing of public property. Any damages to any property or furnishings in the hotel rooms or buildings or in the conference center must be paid by the individual or chapter responsible. Local chapters will be billed directly by the hotel or conference center for any damages.
3. Delegates shall keep their advisors informed of their activities and whereabouts AT ALL TIMES. **Each local advisor should establish a policy with his/her students prior to the conference in order to meet this regulation.**
4. Delegates should be prompt and prepared for all activities. Delegates should be financially prepared for all possibilities.
5. Boom boxes and other large music machines are not allowed at the conference. Delegates may use walkmans and other small music machines with individual earphones.
6. Delegates shall stay in designated housing, not with friends or relatives.
7. Only registered delegates and official conference guests are to be at the conference and hotel.
8. Room doors must be kept open wide at all times when members of the opposite sex are visiting.
9. No alcoholic beverages or controlled substances, narcotics, etc., in any form shall be possessed or consumed by delegates at any time, under any circumstances.
10. No use of tobacco will be permitted at the general sessions, banquet, special events, tours, special interest sectionals, or in public facilities. No smoking is allowed when wearing a DECA Blazer.

11. Delegates shall not use their own cars or ride in cars belonging to others unless accompanied by an adult advisor. No delegate shall leave the hotel grounds unless accompanied by their chapter advisor.
12. Delegates are required to attend all general sessions, assigned events or meetings, and conference activities.
13. **DECA Dress Code for ICDC will be in effect at all times. Please refer to page 7 of the ICDC Packet for a complete explanation of the dress code. Students will be required to wear official DECA name badge to all DECA related sessions. Students will also be required to present a PHOTO ID when checking in for competitive events.**
14. Chapter advisors will be responsible for the supervision of their student delegates
15. All delegates must honor conference curfew as published in the program. Curfew is defined as being quiet in your own room.
16. Delegates agree to conduct themselves in a professional and ethical manner at all times and follow the directives of official conference staff, other adult supervisors and hotel staff.
17. The student delegate will also be responsible for following all local school rules of conduct.
18. Delegates violating or ignoring any of the conduct rules may be sent home immediately at their own expense. Parents, school officials, and state advisor will be notified. Delegates violating or ignoring any of the conduct rules will subject their entire delegation to being unseated and their candidates or competitive events participants being disqualified. The chapter could also face being placed on probation per WDECA Board of Directors policies.
19. Delegates agree to a luggage search by their advisor and administrator prior to departing for the conference.

Salt Lake City Hospitals	Approximate Distance From			
	Downtown	Airport	Sandy	West Valley
Alta View Hospital 9660 South 1300 East Sandy, UT 84 801-501-2600 www.intermountainhealthcare.org	16.5 Miles	21 Miles	3 Miles	15.7 Miles
Lone Peak Emergency Center 11800 South State Street Draper, UT 84020 801-545-8100 www.lonepeakmedicalcampus.com	17 Miles	22 Miles	4.3 Miles	15.9 Miles
LDS Hospital 8 th Avenue & C Street Salt Lake City, UT 84143 801-408-1100 www.intermountainhealthcare.org	1.5 Miles	9 Miles	18 Miles	13 Miles
Salt Lake Regional Medical Center 1050 East South Temple Salt Lake City, UT 84102 801-350-4631 E.R. Alt. Phone: 801-350-4214 www.saltlakeregional.com	2 Miles	9.5 Miles	18 Miles	13.5 Miles

St. Mark's Hospital 1200 East 3900 South Salk Lake City, UT 84124 801-268-7111 www.stmarkshospital.com	9 Miles	13.5 Miles	12.1 Miles	7.5 Miles
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Salt Lake City Walk-In Clinics	Approximate Distance From			
	Downtown	Airport	Sandy	West Valley
FirstMed - Salt Lake City 441 South Redwood Road Salt Lake City, UT 84104-3539 (801) 973-2588 www.firstmedclinic.com Hours: Mon thru Fri - 7 AM to 7 PM	3 Miles	5 Miles	17 Miles	8.5 Miles
Intermountain Memorial InstaCare 2000 S 900 E (Sugarhouse) Salt Lake City, UT 84105 801-464-7777 www.intermountainhealthcare.org Hours: Mon thru Sun - 9AM - 9PM	4 Miles	11.5 Miles	14.8 Miles	11 Miles
Intermountain Sandy InstaCare (801) 576-0176 Fax: (801) 523-2657 9493 South 700 East Sandy, UT 84070 www.intermountainhealthcare.org Hours: Mon thru Sun – 9AM – 9PM	16 Miles	20.5 Miles	1 Mile	15 Miles



Student delegate agrees to:

I have read and fully understand the Wisconsin DECA Student Delegate Conduct Practices and Procedures and agree to comply with these guidelines. I understand the necessity of these rules for the success of the conference. Furthermore, I am aware of the consequences that will result from violations of any of these regulations.

(If over 18), I grant WI DECA the right to use, reproduce, assign and/or distribute photographs, videotapes, and sound recordings of me in the materials they or their agents may create.

Delegate Name (Print)	Chapter Name (Print)
Delegate Signature	Advisor Signature
Principal's Name (Print)	Principal's Signature

Parent/Guardian agrees to:

I have read and agree to abide by the DECA Conduct Practices and Procedures. We also agree that the school officials, the chapter advisors, and the state DECA staff have the right to send my son/daughter home from the activity at my expense if he/she has violated the Code of Conduct and/or his/her conduct has become a detriment.

I also authorize the advisor to secure the services of a physician or hospital and to incur the expenses for necessary services in the event of accident or illness, and I will provide for the payment of these costs.

Insurance Company Name	Policy Number
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Parent/Guardian agrees to:

I HEREBY CONSENT to release the Department of Public Instruction from liability in the event of injury to the above named student. This consent is valid with the exception of deliberate violation of the student's constitutional rights or damage committed or injury incurred as a direct result of DPI employees not acting within the scope of their employment.

I HEREBY GRANT PERMISSION to WI DECA the right to use, reproduce, and assign and/or distribute photographs, videotapes, and sound recordings of the above named student in the materials they or their agents may create.

Parent Name (Print)	Parent Signature	
Street Address	City	Zip Code
Home Email	Cell Phone Area/No Day Phone Area/No Evening Phone Area/No	



ADVISOR & CHAPERONE Procedures and Responsibilities

Due: **March 25, 2012**

Wisconsin DECA requires EACH local advisor and chaperone attending the conference to read and sign a copy of this form. **Keep originals for your files and bring with you to conference. Email or fax copies of advisor and student delegate codes of conduct to Holly Gregory at widecacenterdirector@gmail.com or fax to: 262.354.0406**

1. Local advisors are responsible for discussing the Student Delegate Conduct Practices and Procedures form with chapter members, chaperones, and parents so that there is no misunderstanding of the rules, regulations, and responsibilities of the conference participants. Each local advisor should establish a policy with his/her students prior to the conference in order to meet this regulation.
2. Advisors must have with them at the conference a list of their students, as well as home telephone numbers and parent's or guardian's names.
3. Curfew will be enforced. Local advisors are responsible for room checks to ensure their students are in their assigned rooms.
4. No use of tobacco will be permitted at the general sessions, competitive events, or special interest sectionals.
5. Identification badges will be worn at all times.
6. Chapter advisors are responsible for supervision of their delegates' conduct and shall be available to their students at all times. Advisors are to sit with their students during general sessions
7. All advisors and chaperones shall refrain from the consumption of alcoholic beverages during the conference.
8. Advisors should know the where-about of their students at all times. If advisors have all their students with them, at an activity or facility that is not considered an official conference activity or facility, they do not have to sign-out. If the advisor **does not** have any or all of their students with them at an activity or facility that is not considered an official conference activity, they need to sign-out with Wisconsin DECA State Advisor and they must also have assigned another advisor to their remaining students. This message must be left with the state advisor.

9. Advisors shall refrain from participating in activities that may put chapter members in jeopardy, i.e. drinking, going out with other teachers to establishments not considered part of the official conference activities and facilities, leaving students unsupervised, etc...
10. The local principal and/or designated administrator will be contacted in emergency situations if the local advisor cannot be located within a reasonable amount of time or is unable to give proper amount of supervision. Student emergencies include: accidents, possession of drugs or alcohol, breaking conference rules, family emergencies, and any other situation designated as an emergency.
11. Advisor has covered the conference dress code with attending students and all my students will follow that code.
12. All advisors, along with school administrative personnel, agree to conduct luggage searches (if applicable) prior to departing.
13. **The Chaperone Ratio is 1-8.** Advisors will make sure there is 1 advisor/chaperone for every 8 students.



"I have read and fully understand Wisconsin DECA Local Advisor and Chaperone Procedures and Responsibilities and agree to comply with these guidelines."

Chapter Name	
Chapter Advisor Name (Print)	Chapter Advisor Cell Phone Area/No
Chapter Advisor Signature	

In case of emergency, the following local administrators should be contacted:

First Contact Name	Title
School Phone Area/No	Home or Cell Phone Area/No

Second Contact Name	Title
School Phone Area/No	Home or Cell Phone Area/No

**Keep originals for your files and bring with you to conference.
Email or fax copies of advisor and student delegate codes of
conduct to Holly Gregory at widecacenterdirector@gmail.com
or fax to: 262.354.0406**



Special Accident Insurance for Registered Attendees

One Beacon America Insurance Company will provide special insurance for each chartered association's delegates and advisors registered for the International Career Development Conference. The delegates must be listed on the registration form. The policy has the following broad features:

\$25,000 principal sum for accidental death or dismemberment

\$2,500 maximum medical/dental expense benefit per accident

Each person subscribing voluntarily to this insurance will be covered by this policy up to three days before the conference (or whenever you leave home to travel to the conference, whichever is shorter), during the conference, and up to three days following the conference (or until you arrive home, whichever is shorter). Coverage is subject to the full terms and conditions in the master policy.

If your delegates desire this insurance coverage, you will need to complete the following and \$1.50 per applicant will be applied to your registration:

1. On the conference registration site, "purchase" this insurance for each delegate under the "Items for Sale." The amount will be added to your conference registration.
2. Submit this form to:

Holly Gregory

Email: widcacenterdirector@gmail.com

FAX: 262.354.0406

Due Date: March 25, 2012



Special Accident Insurance for Registered Attendees

Name of Delegate	Name of Beneficiary	Relationship to Attendee	Home Address of Beneficiary



Cancellations for ICDC Registration/Housing

You are able to make changes to your ICDC Registration until the site closes on March 25, 2012. .

Notify Holly Gregory immediately via email or phone if a student that qualified can no longer attend!

After March 25th: email or Fax this form to Holly Gregory as soon as possible. No refunds will be granted on registration or housing after April 25, 2012. Email: widecacenterdirector@gmail.com or Fax: 262.354.0406

Substitutions are allowed in non-competitive spots only and are only a request until approved by Holly Gregory. Cancellations will result in “bumps.” The student next in line to attend ICDC based on results of SCDC will be the only replacement for cancellations.

Chapter _____ Chapter Advisor _____

Names (student / adult) and Competitive Events

Name of Delegate(s) to Cancel	Student was entered in the following Competitive Event
1	
2	
3	

Housing Changes

It is WI DECA policy to attempt to combine rooms to help chapters save money. Please be aware that any cancellation could impact the financial responsibility of another chapter. The sooner this information can be communicated to Holly Gregory, the better the chance that these types of issues can be resolved. Your consideration is very much appreciated.



Application for Voting Delegate 2012

Due Date for Application: March 16, 2012

Send to:

Holly Gregory

Email: widacacenterdirector@gmail.com

FAX: 262.354.0406

Phone: 262.490.1238

Name	School
Address	School Address
City	Zip
E-mail	School Phone
DECA Advisor's Name	
Year in School <input type="checkbox"/> Junior <input type="checkbox"/> Senior	
Did you attend the 2012 WI DECA SCDC? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you promise to abide by all the qualifications and responsibilities of a voting delegate?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you agree to be present at all voting delegate activities at the conference?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Applicant Signature	Date

Advisor Recommendation for Voting Delegate

Qualities To Be Rated	Good	V. Good
Dependability Prompt, sincere, consistent, able to work without supervision, truthful, practices ethical behavior.		
Good Listener Alert, listens attentively, listens to all the facts before making decisions, able to follow directions.		
Good Judge of People and Situations Fair and open minded, deliberate thinker, considers all information presented, able to see the good in people, able to make fair decisions.		
Ability To Get Along With Others Adaptable, friendly, tactful, has a respect for others, able to work in a group.		

Can this student favorably represent your school and WI DECA if selected to serve as a voting delegate at the 2012 International Career Development Conference?

As advisor to this student, I support this student and will ensure that this student is available and present for ALL voting delegate activities.

☐ Yes ☐ No

Advisor Signature	Date
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SCDC Double Qualifiers & ICDC Meeting Reference Sheet

If students double qualify for ICDC, you and your student will need to make a decision at the conclusion of awards session, just prior to the ICDC meeting. In order to help with this decision, please review the following scenarios:

Individual Series Events/ Principles of Business Administration Events

If a student who double qualifies decides to take their project and not compete in their individual occupational area, then the next person beyond the 6th place jumps into that spot. This is referred to as a “bump”. This can absolutely happen, so make sure all of your students attend the ICDC meeting, or make sure you know their intention to attend ICDC in case they get bumped. *Please prepare your students to be ready to make the right decision for them.*

Individual Series Event	Participants	Cluster Exam
Accounting Applications	1	Finance
Apparel & Accessories Marketing	1	Marketing
Automotive Services Marketing	1	Marketing
Business Finance	1	Finance
Business Services Marketing	1	Marketing
Food Marketing	1	Marketing
Hotel & Lodging Marketing	1	Hospitality & Tourism
Human Resources Management	1	Business Management & Administration
Marketing Management	1	Marketing
Quick Serve Restaurant Management	1	Hospitality & Tourism
Restaurant & Food Service Management	1	Hospitality & Tourism
Retail Merchandising	1	Marketing
Sports & Entertainment Marketing	1	Marketing

Principles of Business Administration Event	Participants	Cluster Exam
Principles of Business Management & Administration	1	Business Administration Core
Principles of Finance	1	Business Administration Core
Principles of Hospitality & Tourism	1	Business Administration Core
Principles of Marketing	1	Business Administration Core

Team Decision Making

If a student who double qualifies is part of a team in the Team Decision Making Events, the spot can be filled with another student who competed at state, and did not qualify. Please consider that the team will suffer, especially if the substitute student is not familiar with the area. If you do not have complete team, then the next team in line gets moved up and will attending ICDC in that area.

Team Decision Making Event	Participants	Cluster Exam
Business Law & Ethics	2	Business Management & Administration
Buying & Merchandising	2	Marketing
Financial Services	2	Finance
Hospitality Services	2	Hospitality & Tourism
Marketing Communications	2	Marketing
Sports & Entertainment Marketing	2	Marketing
Travel & Tourism	2	Hospitality & Tourism

Marketing Representative Events/ Business Operations Research Events/ Business Management & Entrepreneurship Events/ Professional Selling Events

If a student double qualifies and is part of a 1-3 person Marketing Representative, Business Operations Research, Business Management & Entrepreneurship, or Professional Selling Event and decides to pull out and go in their occupational area or another project area, that project then gets taken to ICDC by the remaining person (s). **No substitutes can be added.** If the qualifying project was originally presented by only 1 person, that project does not go. The next project in line then gets moved up and will attend ICDC in that category.

Marketing Representative Event	Participants	Cluster Exam
Advertising Campaign	1-3	Marketing
Fashion Merchandising Promotion Plan	1-3	Marketing
Sports & Entertainment Promotion Plan	1-3	Marketing

Business Operations Research Event	Participants	Cluster Exam
Business Services	1-3	None
Buying & Merchandising	1-3	None
Finance Operations	1-3	None
Hospitality & Tourism	1-3	None
Sports & Entertainment Marketing	1-3	None

Business Management & Entrepreneurship	Participants	Cluster Exam
Entrepreneurship Written	1-3	None
International Business Plan	1-3	None
Entrepreneurship Participating	1	None

Professional Selling Event	Participants	Cluster Exam
Hospitality & Tourism Professional Selling	1	Hospitality & Tourism
Professional Selling	1	Marketing

Chapter Team Events

If a student double qualifies and is part of a 1-3 person Chapter Team Event, the person who double qualifies can pull out of the project. If that team would like a substitute this can be done, however the spot must be filled with a chapter member who competed at SCDC 2012, did not qualify for ICDC, and worked with the project in their local chapter.

Chapter Team Event	Participants	Cluster Exam
Community Service Project	1-3	None
Creative Marketing Project	1-3	None
Entrepreneurship Promotion	1-3	None
Financial Literacy Promotion	1-3	None
Learn and Earn Project	1-3	None
Public Relations Project	1-3	None

Please come prepared and have your students prepared to make quick decisions.

Important information about the online registration process and ICDC 2012 will be shared at this meeting, so please come prepared to listen.

The LDA/SMI Application was provided in the 2012 SCDC Packet. Please have these prepared to hand in at the ICDC Meeting. It would be to your advantage to have a folder of extra blank copies available to fill out and turn in.



ExpectExcellence

On-Site Competitive Event Coaching

Expect Excellence is the WI DECA on-site ICDC coaching program. Andrea Sapon, long time friend of WI DECA will again manage this event in Salt Lake City.

HOW IT WORKS

COACHING

Students competing in role play and projects have the opportunity to attend an Expect Excellence coaching session (a dress rehearsal prior to competition).

Almost 200 members participated in the program last year in Orlando.

Students can take advantage of these coaching sessions and take their project or role plays to the next level! History shows a higher success rate of students who utilize Expect Excellence.

REGISTRATION

Registration will again be completed prior to ICDC via Google.

The 2012 link will be sent out after SCDC in the ICDC Flash Report.

TESTING

Practice testing will be available again prior to competitive events.

COACHES

To make this a successful event coaches are needed.

Volunteers (advisor, chaperone, student teacher, etc.) take 2- 4 hour shifts to fill coaching duties (acting as judge during role play or project, offering fine-tuning points, and calming nerves. *(This is in addition to any WI DECA job assignments).*



Important Links

Click on the links below to take you to important information!

[Conference Registration](#)

[DECA ICDC Information](#)

- ◆ Tentative Agenda
- ◆ Awards/Competitive Event Information
- ◆ DECA Sponsored Tour Information
- ◆ And much more...

[DECA Competitive Event Guidelines](#)

- ◆ This is an extremely helpful website
- ◆ Resource for every question about competitive events
- ◆ Informative webcasts and power points about competitive events and penalty points

[ICDC Packet Online Version and WI DECA ICDC Forms](#)



✓ **Submit payment for registration for IMMEDIATELY upon submitting online registration!!!!**

✓ **Housing changes will be re-invoiced by March 28th. Payment for housing can be made then!**